

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Application Requirements for Lot Boundary Adjustments

Updated June 22, 2006

Washington State law allows adjustments of boundary lines if certain conditions are met. Applications for lot boundary adjustments in Seattle are filed by appointment with the Department of Planning and Development (DPD).

Lot boundary adjustments must satisfy public concerns of health, safety and welfare as detailed in Seattle's Land Use Code (Chapter 23.28 of the Seattle Municipal Code or SMC). Additional information about when the lot boundary adjustment procedure may and may not be used is provided in DPD Director's Rules 10-87 and 12-87.

Seattle codes and regulations are available on the DPD website at www.seattle.gov/dpd/codes or from the DPD Public Resource Center (PRC), located on the 20th floor of Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8467.

Definition

RCW 58.17.040 (6) describes a boundary line adjustment as follows:

A division made for the purpose of alteration by adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site, or division nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site.

Application Instructions

- 1. For assistance on fees and procedural requirements** related to your application, please talk with staff at the DPD PRC (see address and phone to the left).
- 2. Applying for an Appointment**—Lot boundary applications are filed by a scheduled appointment at the DPD Applicant Services Center, located on the 20th floor of Seattle Municipal Tower, 700 Fifth Ave. Appointments are scheduled by calling (206) 684-8850. A DPD **project number** will be assigned when the appointment is scheduled.
- 3. A 18"x24" survey may be required** by DPD for a lot boundary adjustment application (per SMC Section 23.76.010D7) to obtain information that cannot otherwise be verified, such as when aerial photos show structures encroaching on lot lines.

The survey should be prepared by/or under the supervision of a Washington state licensed land surveyor who certifies on the plat that it is a true and correct representation of the lands actually surveyed.

Your surveyor should refer to the standard survey example on page 5. The full size (18"x24") survey template is available online in AUTOCAD format at www.seattle.gov/dpd. Go to the "Publications" menu and choose "Client Assistance Memos." The file is listed as a supporting file to CAM 213B called "Lot Boundary Adjustment."

- 4. If the survey requirement is waived, the applicant may use the 8½" X 14" format attached to this CAM.** The information provided by the applicant will be presumed to be accurate, including the location of property lines relative to any improvement on the site or adjacent improvements on abutting properties involved in the lot boundary adjustment. The applicant requesting the waiver will complete the 8½" X 14" document format and proceed with normal application submittal. If the proposed lot boundary adjustment, as described, is technically accurate (see the attached checklist)

www.seattle.gov/dpd



City of Seattle
Department of Planning & Development

Gregory J. Nickels, Mayor Diane Sugimura, Director

700 5th Avenue, Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019
(206) 684-8600

and does not violate standards in the Land Use Code, then the survey waiver may be granted.

5. **The application package shall include a plat, legal descriptions, owner's name(s), and contact person.** The plat must accurately show the existing structures, eaves, fences, accessory structures, easements, street improvements and other site development to illustrate that the proposed parcels will meet all required development standards. Please use the attached checklist and sample as guides to complete the package.
6. **Fees are charged in accordance with the fee schedule** established annually by the City Council in the Permit Fee Ordinance. Fees collected at time of application include the King County recording fee. Once analysis or research begins on an application, none of the fee is refundable, except the recording fee.
7. **Submit eight (8) copies of the application package** for review. The documents are not required to be notarized for application intake.

Review Process

When reviewing the application, DPD uses the following criteria to determine whether to grant or deny a lot boundary adjustment:

1. No additional lot, tract, parcel, site or division will be created by the proposed adjustment;
2. No lot is created which contains insufficient area and dimensions to meet the minimum requirements for development as calculated under the development standards of the zone in which the lots affected are situated, except as provided in SMC Section 23.44.010 and under any applicable regulations for siting development on parcels with riparian corridors, shoreline habitat, shoreline habitat buffers, wetlands, wetland buffers or steep slopes in chapter 25.09. Any required nondisturbance area shall be legibly shown and described on the site plan, and a covenant shall be required as set out in Section 25.09.335.
3. No lot is created which does not have adequate drainage, water supply and sanitary sewage disposal, and access for vehicles, utilities and fire protection;
4. An application for a lot boundary adjustment on a parcel containing an environmentally critical area or buffer shall include the information described in Section 25.09.330, unless the Director determines

that some of the information listed is not necessary for reviewing the application.

The application is distributed internally and to Seattle Public Utilities, Seattle Fire Department and Seattle City Light for comment.

Approval Process

If the proposed lot boundary adjustment meets the criteria mentioned above, the application will be approved. If corrections to the lot boundary adjustment application package are necessary, DPD will send the applicant a notice explaining the corrections needed.

The applicant is then responsible for: 1) making the corrections and verifying their accuracy prior to final DPD approval, and 2) submitting new plans to DPD.

Recording and Permit Issuance

A letter outlining the recording process will be sent to the designated contact person with a copy of the Director's decision. This letter will also specify whether the survey documentation is satisfactory for recording or if corrections to the format submitted have been identified.

If the 18" X 24" survey format is required (as detailed on page 1), three (3) signed and notarized paper copies of the completed/corrected survey are required. (NOTE: A mylar is no longer required for recording.)

DPD will record the lot boundary adjustment with King County Division of Records and Elections and file it with the King County Assessor's office.

After the lot boundary adjustment is recorded, the permit for this platting action will be issued. A lot boundary adjustment permit must be issued before a building permit can be issued for new structures on any newly configured lots.

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at www.seattle.gov/dpd. Paper copies of these documents, as well as additional regulations mentioned in this CAM, are available from our Public Resource Center, located on the 20th floor of the Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

DEPARTMENT OF PLANNING AND DEVELOPMENT

Checklist for Lot Boundary Application Intake

Applicant/Surveyor, please use the following checklist for your lot boundary adjustment application. Items numbered (1) through (9) are keyed to the attached sample.

(1) LOT BOUNDARY ADJUSTMENT PROJECT NUMBER

A project number will be generated by staff when the application appointment is scheduled.

(2) GRANTOR & GRANTEE

Grantor: List all of the owners of the properties to be adjusted. Grantee: City of Seattle, King County, WA

(3) CONTACT PERSON

List the person who will be DPD's contact for corrections and correspondence. Provide a mailing address and a telephone number. Provide e-mail and/or internet address if applicable.

(4) ABBREVIATED LEGAL DESCRIPTION

Insert the short legal description using Lots, Block, Subdivision, Vol. and Page or Section, Township and Range.

(5) ASSESSOR'S PROPERTY TAX PARCEL NUMBERS (ACCOUNT NO.)

Provide the 10 or 12 digit code(s) that identifies the parcel(s) of all lots to be adjusted.

(6) SCALED DRAWING (SURVEY) OF THE SITES TO BE ADJUSTED

Use standard cartographic practice. All line lengths should be to scale and dimensioned. Use pen weight and/or lettering style for clear differentiation of lines. The plat should include:

- ☐ North arrow and references
- ☐ Scale notation (e.g., 1" = 50') and bar scale (see sample)
- ☐ Existing lot lines (lighter pen weight, dashed) - Show the entire property of each of the sites included in the adjustment
- ☐ Proposed lot lines (heavier pen weight, solid)
- ☐ Bearings (if metes and bounds) and distances of lot lines
- ☐ Width of rights-of-way and condition (paved, curb/gutter/sidewalk) of street/alley
- ☐ Parcels identified (use Parcel A, Parcel B, etc.)
- ☐ Lot area in square feet of each parcel
- ☐ Relationship of property to established street monuments
- ☐ Dimensions of easements/turnarounds (use lighter pen weight and different lettering)
- ☐ Dimensions and location of driveways, curbcuts, and off-street parking
- ☐ Dimensions of all structures and distances to the property lines
- ☐ Dimensions of eaves and other architectural features
- ☐ Indicate proposed removal of structures
- ☐ Grading plans if vehicle access to lots exceeds 20% grade
- ☐ Address of existing structures
- ☐ Location of water and sewer lines in the street rights-of-way.
- ☐ Location, size and species (common name) of all trees greater than 6" in diameter measured 4-1/2 feet above the ground.
- ☐ If your LBA is located in one or more of the following ECA or ECA buffers, then the following additional information will need to be shown on your LBA or additional documents submitted (such as wetland report).

(7) LEGAL DESCRIPTIONS

Provide full legal descriptions of the existing parcels.

Provide full legal descriptions of each new parcel. Identify parcels by letters A, B, etc. If this lot boundary adjustment adjusts a parcel of a previous short plat or LBA, provide the complete legal description of the original parcel with a reference to the short plat or lot boundary adjustment parcel (AKA Parcel C of Short Subdivision #890_ _ _ , recorded under K.C. Recording # 89XXXX-XXXX). Also include recorded easements as part of the legals.

(8) SURVEYOR'S CERTIFICATE

The surveyor will complete these two boxes with date, certificate number, signature, and surveyor stamp/address.

(9) REFERENCE BOX

Complete the appropriate items in the box.

(10) EVIDENCE OF OWNERSHIP OR AUTHORIZATION FROM THE PROPERTY OWNER TO APPLY

If owner's agent, provide a written authorization from the owner to allow the agent to act as representative to apply for this project action.

(11) SMC 23.44.010 (B)(3) [The "75-80 Rule"]

The "75-80 rule" — the proposed lots would each be 75% of the minimum lot size of the zone and would also be 80% of the average of the area of the lots on the same block face. If the proposed parcels meet the requirements of the "75-80 Rule" then a copy of the King County Assessor's map and your calculations to verify that the lots meet the standards are required.

(12) A SIGNED STATEMENT OF FINANCIAL RESPONSIBILITY BY THE APPLICANT AND/OR OWNER

(See Director's Rule 5-2003)

(13) REFER TO SMC 25.09.330 FOR APPLICATION

(Please contact a DPD land use planner for guidance and a determination of specific information required in the survey, which includes a topographical survey.)

LEGAL DISCLAIMER: This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

Return recorded lot boundary adjustment to:

Applicant’s Name _____

Address _____

Telephone _____

LOT BOUNDARY ADJUSTMENT
City of Seattle
King County, Washington
Master Use Permit Application Number: _____

GRANTOR (OWNERS-Last, First, MI): _____

NOTE: Approval of this boundary adjustment by the Director of the Seattle Department of Planning and Development under RCW 58.17.040(6) is not to be construed as satisfaction of any other applicable legislation or regulations.

GRANTEE: CITY OF SEATTLE, KING COUNTY

_____	_____	_____	_____
Lots (Section)	Block (Township)	Subdivision (Range)	Vol. Pg.

Complete Legal Descriptions on pages _____.

APPROVAL:

Diane Sugimura, Director
Department of Planning and Development
City of Seattle

Examined and approved this _____ day of _____, 20____

By: _____
Director, Department of Planning and Development

DEPARTMENT OF ASSESSMENTS

Examined and approved this _____ day of _____, 20_____

Assessor Deputy Assessor

Parcel A Owner’s Name	Address	City	Zip	Phone
Parcel B Owner’s Name	Address	City	Zip	Phone
Parcel C Owner’s Name	Address	City	Zip	Phone

LOT BOUNDARY ADJUSTMENT #_____

LEGAL DESCRIPTIONS (Provide full legal descriptions of the existing parcels and the lots created by the lot boundary adjustment. Attach additional pages as necessary.)

Direction:

Scale:

If the plat is not based upon a survey by a Washington State licensed surveyor, the signatures of the owners of the property are the only surety that representations on the plat are correct.

Survey Waived:_____

Department of Planning and Development

DECLARATION: INDIVIDUAL

Know all people by these presents that we, the undersigned, owner(s) in fee simple (and contract purchaser(s)) of the land herein described do hereby make a boundary line adjustment thereof pursuant to RCW 58.17.040(6) and declare this boundary line adjustment to be the graphic representation of same, and that said boundary line adjustment is made with the free consent and in accordance with the desire of the owner(s).

Name _____ Name _____

Name_____ Name_____

Name_____ Name_____

INDIVIDUAL

STATE OF WASHINGTON)

) SS.

COUNTY OF KING

)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual that executed the foregoing instrument and acknowledged the said instrument to be free and his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington,

residing at _____

INDIVIDUAL

STATE OF WASHINGTON)

) SS.

COUNTY OF KING

)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual that executed the foregoing instrument and acknowledged the said instrument to be free and his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington,

residing at _____

DECLARATION: CORPORATION

Know all people by these presents that we, the undersigned, owner(s) in fee simple (and contract purchaser(s)) of the land herein described do hereby make a boundary line adjustment thereof pursuant to RCW 58.17.040(6) and declare this boundary line adjustment to be the graphic representation of same, and that said boundary line adjustment is made with the free consent and in accordance with the desire of the owner(s).

Name _____	Name _____
—	—
Name _____	Name _____
—	—
Name _____	Name _____
—	—

	CORPORATION
STATE OF WASHINGTON)	
) ss.	
COUNTY OF KING)	

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the _____ of _____ the corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and that _____ is authorized to execute the said instrument and that the seal affixed (if any) is the corporate seal of said corporation.

Witness my hand and official seal hereto affixed the day and year first above written.

_____	_____
—	Notary Public in and for the State of Washington,
	residing at _____

	CORPORATION
STATE OF WASHINGTON)	
) ss.	
COUNTY OF KING)	

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the individual that executed the foregoing instrument and acknowledged the said instrument to be free and his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed the day and year first above written.

_____	_____
—	Notary Public in and for the State of Washington,
	residing at _____